

**UNITED STATES PROBATION OFFICE
MIDDLE DISTRICT/NORTH CAROLINA**

**Vacancy Announcement/Position Overview
Vacancy Number FY152AD2**

**POSITION: Probation Services Assistant
Temporary – (Not-To-Exceed One Year)**

POSITIONS AVAILABLE: One position – open until filled with a final closing date of 09/30/15* The initial cutoff date will be **February 13, 2015**. Applications received by the initial cutoff date will receive initial consideration.

AREA OF CONSIDERATION: Nationwide

EMPLOYMENT TERM: Under this vacancy, the Probation Services Assistant position is a temporary position with an employment period of 90 days to less than one year.

Opening Date: 02/02/2015
Closing Date: 02/13/2015 (1ST Cut off)
09/30/2015 (Final Closing Date)

LOCATIONS: Any Division; Telecommute may be an option**
Duty station assignments are at the discretion of the Chief U. S. Probation Officer

HOURS PER WEEK: 40

SALARY RANGE: (CL 23) \$ 31,652 to \$51,447 *

*Starting salary commensurate with qualifications and subject to availability of funding.
** Divisional offices are located in Greensboro, Winston-Salem, Durham, Salisbury, and Rockingham.

Position Overview:

This temporary Probation Services Assistant position will be focused on administrative support and processing of cases secondary to changes in the USSC Sentencing Guidelines that became effective Nov. 1, 2014. The position will involve processing of Court and defendant-initiated motions as outlined in the Court approved* procedures for handling retroactive cases (*approval

is pending). Work is performed under the supervision of the Supervising U.S. Probation Officer, the Deputy Chief U.S. Probation Officer, and the Chief U.S. Probation Officer.

Minimum Qualifications:

To qualify for a position of Probation Services Assistant at CL 23, a person must be a high school graduate and must have at least two years of general experience. Graduation from an accredited college or university is preferred. **Applicants must be a United States Citizen or eligible to work in the United States.**

General Experience:

Progressively responsible general clerical or secretarial experience which provided a good knowledge of office clerical practices such as typing, use of personal computers for word processing, telephone usage, record keeping, filing, etc.

Preferred Skills:

Proficient computer skills to include: accurate data entry skills; a working knowledge of spreadsheet and database applications, Microsoft Windows, and WordPerfect. Additional preferred skills include: knowledge of the PACTS system and the USSC Sentencing Guidelines.

Education and Experience Requirements:

The Probation Services Assistant must have a minimum of a high school diploma (or equivalent), with at least two years of general experience. College course work from an accredited college or university may substitute for up to two years of the experience requirement. Experience in a correctional setting, counseling, or with adult or juvenile rehabilitation services is desired. A working knowledge of or familiarity with court protocol and proceedings is helpful.

Educational Substitutions:

An undergraduate or master's degree from an accredited college may be substituted for up to two years of general experience.

Benefits (For Not-to-Exceed Temporary Employees – 90 days to 1 year)

- ◆ Accrued annual leave and sick leave. Paid holidays each year (where applicable)
- ◆ Optional participation in the Federal Employees Group Health Insurance program

APPLICATION PROCEDURE

Visit our website at www.ncmp.uscourts.gov for a complete application package which includes the current U. S. Probation Services Assistant vacancy announcement, position description, and “fillable” application form. (Prospective applicants who do not have personal internet access may want to use internet resources available at the Employment Security Commission, public libraries, colleges, and copy centers.)

To be considered for this position, a completed application with a cover letter (not to exceed two typed pages) summarizing your educational background, qualifications, skills, and abilities relevant to this position, must be submitted to the Greensboro, North Carolina office postmarked no later than **February 13, 2015**, to qualify for the initial cut-off date. Delivery confirmation must be arranged at the time of the mailing. This office will be unable to verify delivery of your application.

“Handwritten,” incomplete, and unsigned applications will not be considered, returned, or retained.

Application mailing address, contact information, and vacancy closing information:

Wesley A. Sharpe
Personnel Specialist
United States Probation Office
Post Office Box 3327
101 South Edgeworth Street - Suite R312
Greensboro, North Carolina 27401

Telephone Number: (336) 358-4238

The most qualified applicants will be contacted (by telephone) for interviews prior to the final vacancy closing date. In lieu of position closing letters, closing information will be posted on our external website at www.ncmp.uscourts.gov under the Employment Opportunities link.

By statute, employees must be U.S. citizens, U.S. nationals, or a lawful permanent resident “seeking citizenship.”

This position is classified as a **“Sensitive”** position. The selected candidate for this position is subject to a background check, credit check, and fingerprint check as a condition of employment.

Special Note: This “at will” position shall be considered “FILLED” if it is determined that no other applications are deemed necessary by the United States Probation Office. This vacancy may be withdrawn at the discretion of the Chief U. S. Probation Officer.

The Court is not authorized to reimburse candidates for travel in connection with testing, interviews, or to pay relocation expenses to the successful candidate.

Electronic Funds Transfer (EFT) is mandatory for payroll deposit.

The United States Probation Office is an Equal Opportunity Employer.